

Day Care Checklist

Zoning Check

Check with the Zoning Desk to ensure that the business property location of the proposed Day Care has the correct zoning for this use. Applicant shall provide the age ranges of the children to be cared for at the start of this process to ensure appropriate requirements are applied during this review. Without the correct zoning to operate a Day Care, a license cannot be granted for this business. A Certificate of Occupancy (CofO) from the Development Services Department (DSD) is required and the applicable requirements listed below must be met for approval of the Day Care application.

Home / Residential Property

Commercial Property

< / = 10 Children

> 10 Children

1 Story

2 Story

Existing building
w/ previous CofO
for a Day Care

Existing building
w/o CofO

- Up to 5 dependant children are not included in the 10
- Provide site & floor plans and elevation drawings
- All rooms used for sleeping must have working smoke alarms
- All occupied rooms must have appropriate exiting out of the building
- A valid CofO is required. Should the homeowner need a CofO, the homeowner needs to apply for a CofO Permit at DSD. When the homeowner obtains the permit, the homeowner will be advised how to schedule the required Fire and Building inspections. These inspections shall include typical Fire Prevention Life Safety items. The homeowner will be issued a CofO stating the maximum occupancy that is allowed when all inspections have been approved
- DSD approval will be given for the license application when all of the above requirements are met

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- If the children are cared for only on the first floor, fire separation between floors, or an automatic sprinkler system on both floors must be provided
- If the children are cared for on the second floor, an automatic sprinkler system is required on both floors
- Should the homeowner/provider need to provide fire separation between floors or provide an automatic sprinkler system, the plans must be stamped by an Architect or a Fire Protection Engineer
- DSD approval will be given for the license application when all of the above requirements are met

- Provide a copy of the previous CofO
- A new CofO will be given
- If the previous CofO cannot be provided, follow the requirements to the right for an existing building w/o a CofO
- DSD approval will be given for the license application when all of the above requirements are met

- Provide site and floor plans, drawn to scale, and stamped by a registered Architect
- Apply for site plan approval and a building permit. Plans must be submitted and reviewed, and approved by designated plan reviewers. When plans are approved, a building permit will be issued with appropriate inspections indicated
- Call for inspections as indicated on the building permit
- Inspections will be performed to verify that the building complies with approved plans as well as the requirements of the Fire Prevention Life Safety checklist
- When the property passes inspections and meets City Codes, a CofO will be issued indicating the maximum number of children allowed to be cared for at the facility at any one time
- DSD approval will be given for the license application when all of the above requirements are met